

## Conference Services Committee:

Preamble to Staff Committees:

Reasons and Intent of Staff Committees:

- To study issues and make recommendations to the CEO
- To help get the CEO's job done
- To prepare practice issues for the CEO's deliberation. The CEO needs to know the choices and the consequences of these choices
- To know the charges of the various committees, so as to be able to support those charges rather than duplicate or interfere with them
- To have members that are receptive and open to ideas, have perspective and vision, are familiar with the SIC Strategic Plan Tactics, can give the necessary time, and can think in terms of Star Island Citizenship.

The CEO will:

- Have no more staff committees than needed
- Be clear about the charge the CEO is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Tactics
- Ask each committee not to speak for the CEO
- Require each committee not to interfere with the delegation from the CEO to the staff
- Ask each committee not to exercise authority over staff
- Conduct a review process annually to determine whether committee structure matches Strategic Plan priorities
- Ask what did each committee do over the past year that was strategically vital
- Ask what each committee can do over the next two years to meet the same standard.

## **Conference Services Committee Charge:**

The Conference Services Committee is charged with advising the staff on the services (including food services) provided at the Star Island Conference Center. It considers and recommends policy and best practices in areas such as hotel and restaurant management, camp/retreat center services, conference/event services, and pertinent regulatory compliance policy (i.e. NH food service and hotel regulations). The committee considers existing services as well as modifications to existing services (reductions designed to save money while minimizing impact on customer satisfaction, new services/extra sources of income, etc.).

## Expectations of Members

- Knowledge of one or more of the following areas: food service operations, hotel management, conference/event coordination, and similar institutions (i.e. camps, retreat centers, UU & UCC conference centers).
- Attention will be paid to the balance of the committee members in regard to type/size of conference and composition (i.e., families, adults, kindred organizations), to ensure a variety of viewpoints are represented.

## Tasks

Tasks are not listed in order of priority.

- Share information on current trends/practices of the F & B and Hotel Industry, that may be relevant to Star
- Provide feedback/assistance with ordering documents utilized by conference and island staff (i.e. Food Service Order Form)

- Provide ideas for solutions to challenges encountered by Food Service and other Conference Services Committee (ie- how to accommodate multitude of specialty requests)
- Share ideas of practices that could save Star Island money, specific to food ordering
- Approach Star Island visits (for committee work, or when attending a conference) with “Fresh Eyes”, notices what conference services practices should continue, and what adjustments could be made
- Review and provide feedback on proposed changes by staff or board on adjustments to island services
- Take the necessary steps, and connect with the appropriate staff members, when an idea has been well received by committee, staff and board, to ensure its execution
- Have representation at Chairs/Registrars Meetings, to stay informed and to inform Chairs of our involvement with Star